

# TOWN OF ARLINGTON

Joseph Connelly  
Director of Recreation



PARK COMMISSIONERS  
Leslie Mayer, Chairperson  
Jen Rothenberg, Vice Chair  
Shirley Canniff  
Donald Vitters  
Jim Robillard  
Elena Bartholomew, Associate  
Peter Hedlund, Associate

## Recreation Department

Park and Recreation Commission  
Minutes  
Tuesday, October 14, 2014  
Arlington Senior Center  
Approved

The Park and Recreation Commission came to order at 6:30 PM for the public input session on the Spy Pond Tennis Courts and at 7:30 PM for the regular commission meeting in the Arlington Senior Center on Tuesday, October 14, 2014.

Members in attendance included: Leslie Mayer, Don Vitters, Jen Rothenberg, Jim Robillard, and Associate Members Peter Hedlund and Elena Bartholomew. Also in attendance was Director of Recreation, Joseph Connelly.

Members from the public: Various members of the public for the Spy Pond Tennis Public Input Session, Landscape Architect Andrew Leonard. Director of DPW Mike Rademacher entered the meeting at 8 pm.

### **Spy Pond Tennis Court Public Input Session**

Ms. Mayer opened the public input session at 6:30 pm.

Mr. Connelly reviewed the capital process and how the funding for the Spy Pond Tennis Courts project originated. Mr. Connelly stated that the first public input meeting was to brainstorm and review all possible ideas. Mr. Connelly reviewed the budget and general scope of the project.

Landscape architect Andrew Leonard reviewed the existing conditions, which include 4 courts and space for other field uses, and presented some basic options for the tennis court renovations for the public to discuss.

Mr. Connelly discussed the potential of adding two additional courts.

The public discussed the project and the following issues/suggestions were raised:

- Would 6 courts impact the ability to create a high school level soccer field layout?
- Is the current baseball backstop necessary and would it improve soccer access if moved?
- Can the color of courts be changed to blue and green?
- Can the courts be laid out in a better North/South orientation at this location?
- Are lights an option?
- Can accessibility and access be addressed to include the crosswalk from the Boys and Girls Club?
- Can windscreens be included?
- Can a small storage shed be included?

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- What are the cost implications if we move the court orientation and increase the number of courts?
- Is the retaining wall impacted by change in orientation or number?

Mr. Connelly suggested that Mr. Leonard review the comments/suggestions and come back with multiple options and cost estimates to review at the next public input session.

The Commission discussed how to impact traffic and current users the least during the reconstruction. Ms. Hayes from the Arlington Boys and Girls Club suggested that an April build would impact users at the club the least with the amount of traffic in the area.

The public input session ended and the Commission moved into the regular meeting agenda.

### Approval of Minutes

The minutes of the September 23, 2014 were tabled.

The minutes of July 29, 2014 were approved as amended on a motion from Mr. Robillard and seconded by Ms. Rothenberg, minutes approved 3-0-1. Mr. Vitters abstained from voting because he was not present at the July 29<sup>th</sup> meeting

### Open Forum – Public Comments

There were no comments.

### Art in the Park Draft Policy Discussion

The Commission reviewed the draft of a policy previously presented to them by Mr. Connelly. Mr. Connelly then stated that the Arlington Commission on Arts and Culture had adopted Public Art Guidelines, which were approved by the Board of Selectman. The Commission discussed whether these guidelines could also be adopted by the Commission to meet Park & Rec policy needs. The Commission reviewed the guidelines and discussed how/if this would apply to projects already in the works, such as the Robbins Farm Dog Statue. The Commissioners decided to review the guidelines on their own and discuss at a future meeting.

### Discussion on Park Properties with DPW

The Commission and Mr. Rademacher discussed several maintenance and capital project issues and how the Department of Public Works and the Park Commission can work best together.

#### I. Trash

##### *a. Trash Pick-up and Recycling*

Mr. Rademacher and the Commission discussed how to team up on the issue to educate users on how best to maintain parks and fields. Mr. Rademacher explained that he is continuing to work on this issue with the recycling coordinator and will include the Park Commission in that discussion.

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#### II. Capital Projects

##### *a. Project Design*

The Commission discussed ways to better include necessary input from the Department of Public Works on capital project designs. Mr. Rademacher asked if the design could be reviewed with them at each phase of development. Ms. Mayer stated that could be done but that any decisions would have to be made at the public meeting level. Mr. Connelly will work with the DPW topic leaders to develop a checklist for each project for review by the DPW.

##### *b. Long term maintenance*

The Commission and Mr. Rademacher discussed the importance of properly maintaining outdoor facilities. Mr. Rademacher reviewed his current manpower and budget with the Commission. The Commission discussed the importance in capital planning/design stages of each project to discuss renovations that are the most maintainable within manpower and funding abilities. Increased communication between the two departments will assist the situation.

##### *c. ADA plan implementation – Park and Rec Property and Items outside of Scope*

The Commission and Mr. Rademacher discussed putting in joint requests for accessibility requirements when planning capital projects because much of the recommended scope of work is outside of the PRC jurisdiction.

#### III. Maintenance and Maintenance Fund

The Commission and Mr. Rademacher discussed the ongoing need for additional maintenance monies to fund proper maintenance for parks, fields and playgrounds. Mr. Rademacher stated that he is sending existing staff to irrigation system training to assist with some of the irrigation issues.

#### IV. Publicity on Achievements

Mr. Hedlund urged both Mr. Connelly and Mr. Rademacher to publicly highlight their accomplishments so that the public can see the positive outcomes.

#### V. Meeting Involvement and On-going Dialogue

Mr. Connelly and Mr. Rademacher discussed the best way to keep ongoing communication. Mr. Rademacher stated that he would attend Commission meetings on a quarterly or as needed basis.

### **Special Requests**

#### *Spooky Walk, October 25<sup>th</sup> – Menotomy Rocks Park*

The Commission discussed the request and added to the conditions that no open flames are allowed. A motion to approved the request with the revised conditions was made by Ms. Rothenberg, seconded by Mr. Vitters and approved 4-0.

#### *Waldo Pre-Trick or Treat Party, October 31<sup>st</sup> – Waldo Park*

Motion to approve the request made by Ms. Rothenberg, seconded by Mr. Vitters and approved 4-0.

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#### **Recreation Programming – Spy Pond Kayak Rental Program**

The Commission reviewed the program with Mr. Connelly, who stated that it had lost money the last four years due mainly to the needed staffing costs. Mr. Connelly discussed moving the program to the Reservoir, so that he could utilize existing beach staff. While supportive of offering an option at the Reservoir, the Commission was unsure that the launching point for the boats on the other side of the parking lot would make that easily feasible. Mr. Connelly and the Commission discussed the uniqueness and other values of having the program at Spy Pond. Ms. Mayer suggested soliciting volunteers from the Friends of Spy Pond to assist with opening and closing the program so that a single paid employee could supervise the program. Mr. Connelly and Ms. Mayer will discuss the option with the Friends of Spy Pond.

#### **Capital Projects Update**

Mr. Connelly reviewed the capital projects, highlighting the upcoming ADA meeting on Thursday, October 16<sup>th</sup> and the Department's meeting with the Capital Committee. Ms. Mayer and the Commission discussed the importance of a maintenance fund for the Town's outdoor assets. Mr. Connelly will discuss this with the Capital Planning subcommittee.

#### **Commission Topic Leader Reports**

The Commission discussed topic leaders and agreed on the following assignments for FY 2015:

- Recreation Programming – Shirley Canniff and Jen Rothenberg
- Capital Improvements – Don Vitters and Peter Hedlund
- Policies and Procedures - Elena Bartholomew
- ADA and Playground Inspections – Leslie Mayer and Jim Robillard
- Special Events and Fundraising – Jen Rothenberg
- Field Management – Jim Robillard, Peter Hedlund and Elena Bartholomew
- Off Leash Park and Program – Leslie Mayer
- Friends of Parks/Volunteers – Jen Rothenberg
- Open Space Committee – Elena Bartholomew and Leslie Mayer
- Town Master Plan – Open
- Funding Opportunities – Don Vitters
- Technology and Web Management – Leslie Mayer
- V2020 Culture & Recreation – Recreation Staff
- DPW Liaison – Shirley Canniff and Don Vitters

Mr. Connelly will arrange a time to meet with each topic leader group.

#### **Other**

Mr. Connelly reviewed the request from the Friends of Menotomy Rocks Park for a "Little Free Library" at the park to be placed next to the bulletin board at the Jason Street entrance. The Commission approved

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the idea but asked to see a picture of the final project before installation. Mr. Connelly will review this with the Friends.

The meeting was adjourned at 10:15 pm

Respectfully Submitted:  
Joseph Connelly, Director of Recreation